

**Invitation for Bids**  
**Printing of Annual Report**  
**Moultonborough, NH**  
**December 10, 2009**

## **Addendum #1 Issued December 10, 2009**

**1.) There is NO change in the bid due date!**

**2.) Question:** Please clarify what in the town report you are referring to that we would proof for as to "textual" and "typographical errors"? Please explain what you mean by this statement. We would in no way be able to proof for typo's in text (such as in names) or numbers.

**Answer:** We are looking for you to proof read for obvious typographical errors (fro should be for and the like). We expect you to proof the format to "...to make sure nothing "moved" in the file transfer and that charts and information starts and ends on a particular page as shown on your print-out."

**3.) Question:** Is it an 8.5 x 11 or 6 x 9 book?

**Answer:** It is 8.5 x 11.

**4.) Question:** May I have an actual sample to quote from?

**Answer:** Unfortunately we cannot mail these out for free. However, they may be viewed in our offices or purchased for \$25.00 to cover the report and mailing.

**5.) Question:** Do you use a hard "gloss" cover?

**Answer:** Not being in the trade I am not exactly sure what this refers to but my laymen's view would be yes we do use a glossier paper for the cover.

**6.) Question:** Am I safe to conclude that we are bidding on your next three Town Reports? Covering 2009 (Printing in Feb 2010), 2010 (Printing in Feb 2011), and 2011 (Printing in Feb 2012)?

**Answer:** Yes. You will be informed on or about July 1 of each year whether or not the performance with the prior year was satisfactory and you will be printing the following year. Assuming performance is satisfactory each year (i.e. quality and timeliness), and Town Meeting appropriate money each year for the printing, you will print all three years.

**7.) There are no changes to the bid form!**

**Please make note of this Addendum #1 on your bid form.**